

Position Profile

Title: **Village Administrator/Zoning Inspector**

Incumbent:

Reports to: **Mayor/Council**

Approved by: _____

Incumbent Sign-off
Grade:

Date assigned:

Revision Date:
December 2020

I. POSITION PURPOSE :

Effective December 2020, this is a full-time, dual position to manage the daily operations of the village business outside the scope of Clerk/Treasurer (elected).

It is anticipated that the workload is 80% administration and 20% zoning/building permitting, monitoring, approving.

II. DUTIES AND RESPONSIBILITIES:

The essential functions of the administrative role include but are not limited to the following:

- a. Maintain an official filing system
- b. Oversee the Construction Bond Account
- c. Issue Water/Sewer Permits
- d. Schedule inspections, service calls and final bill readings of water/sewer
- e. Field all constituent calls
- f. Build an annual budget
- g. Recommend adjustments in budget throughout the year
- h. Authorize project disbursements
- i. Oversee all village project timelines and contractors – roads, water, sewer, land
- j. Attend Council and committee meetings, providing verbal reports
- k. Identify future needs of the Village and assist mayor/council in long-range planning

- l. Responsible to obtain funding and grants for all capital and operation projects
- m. Coordinate supervision of wastewater treatment and water supply
- n. Supervise the improvement
- o. Make contracts, purchase supplies/materials, office equipment
- p. Prepare specifications with the aid of an engineering company for the securing of quotations and bids, and advertising of all expenditures over \$15,000
- q. Interpret and administer laws and ordinances concerning the sewer, water and village projects; making regulations necessary for the safety, economic and efficiency of the utilities
- r. Implement/ maintain employee safety program
- s. Delegate duties to staff
- t. Monitor job descriptions, work product, goals and objectives of all staff
- u. Oversee an annual, monthly, weekly, daily work plan
- v. Assure that all EPA and government reports are completed and filed
- w. Review and monitor insurance policies' coverage
- x. Perform other duties as requested by the mayor and council

The essential functions of the zoning inspector role include but are not limited to the following:

- a. Issue zoning permits/fees and deposits
- b. Schedule hearings
- c. Publish public notices
- d. Manage Construction Bond Account and deposits
- e. Maintain property files
- f. Know all Zoning and Building Codes
- g. Attend all meetings of the Board of Zoning Appeals
- h. Maintain the official Zoning District Map
- i. Strictly enforce the provisions of the Zoning and Building ordinances
- j. Conduct inspections of buildings and land uses to determine compliance with ordinances. In the case of noncompliance, notify the person(s) responsible, specifying the nature of the violation ordering corrective action through notices such as revocation notices, stop work orders, or citations.
- k. Review and approve site/building plans according to ordinances in the timeframes dictated by ordinance
- l. Issue Building and zoning permits and certificates of occupancy
- m. Record all permits, certificates, inspection documents, violations, variances, amendments, and special uses

- n. Provide in writing the outcome of all hearings
- o. Prepare reports

III. REPORTS PREPARED:

- a. Draft budgets
- b. Government Agency reports such as EPA, county, State mandates
- c. Work Planning System
- d. Monthly reports to Mayor, Council, Planning Commission and Board of Zoning Appeals
- e. Annual report to include any recommendations concerning the schedule of fees

IV. INTERFACE:

Internal: Mayor, Council, Clerk/Treasurer, Staff, Police Department

External: Contractors, Constituents, Government authorities, ...

V. QUALIFICATIONS:

Education: Minimum High School Diploma, Prefer Bachelors Degree Public Administration, Business or other related field

Experience: Supervision of 3 or more staff; Government Agency work; two years constituent service.

VI. SPECIAL REQUIREMENTS:

- 1. Attend meetings outside the regular business hours
- 2. Proficient at planning & scheduling.
- 3. Excellent Verbal & Written Communication Skills.
- 4. Organizational skills & ability to prioritize.
- 5. Background and experience appropriate for effective problem solving.
- 6. Ability to multi-task and prioritize based upon constituent needs & requirements.
- 7. Excellent customer service skills
- 8. Sense of urgency.

9. Reliability and dependability

EQUIPMENT UTILIZED:

- a. Computer
- b. Calculator
- c. GPS
- d. Water meters
- e. Camera
- f. Property measuring tools

VII. Physical Requirements:

1. Employee may be required to stand, walk, push, pull, reach overhead & bend to the floor.
2. Exert up to 50 pounds occasionally, and/or exert up to 25 pounds of force frequently.
3. Visual Acuity-Normal requirements for reading written instructions, other information & computer screens.
4. Hearing Ability-Normal requirements for understanding verbal instructions.
5. Working Conditions- The employee is subjected to normal office environment/surroundings with intermittent exposure to high noise levels, inclement weather, construction sites, etc.

VIII. POSITION DIMENSIONS:

- a. Number of employees directly supervised: 2-6
- b. Number of employees indirectly influenced: All

Note: The mayor and council reserve the right to modify, i.e. add to or change the duties of this job description at any time.